



**UNITED STATES EMBASSY, COTONOU**

**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 018/15-T**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Maintenance Mechanic (Generators), FSN-5; FP-9  
Training level

**OPENING DATE:** April 27, 2015

**CLOSING DATE:** May 11, 2015

**WORK HOURS:** Full Time; 40 hours/week

**\*SALARY:** AEFM, FP-9: \$32,498 to \$47,725\*  
USEFM/NOR EFM/NOR MOH/NOR  
FP-9: \$27,982 to \$41,093\*  
  
OR/OR MOH, FSN-5:  
CFA 4,336,975 to CFA 7,598,401

**NOTE: ALL QUALIFIED ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND ABLE TO QUALIFY FOR A BENINESE WORK PERMIT.**

The U.S. Embassy in Cotonou is seeking an individual for the position of **Maintenance Mechanic (Generators)** in the Embassy Facility Maintenance Section.

Please note that this position is being advertised at the full performance level under vacancy announcement N0. 018/15. Respond only to the vacancy announcement for which you are qualified.

Applicants *must* submit a cover letter, a completed DS-174 (resume is not accepted). Required certificates should be attached as well as residency documents for third-country nationals. Applications without those documents are not considered.

## **BASIC FUNCTION OF POSITION**

Under the Supervision of the Building Engineer Supervisor, the incumbent serves as the Senior Generator Maintenance Mechanic carrying out skilled maintenance and repair work on prime and stand-by emergency generators for the New Embassy Compound (NEC). Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Computerized Maintenance Management System (CMMS).

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 229 21 30 06 50, Ext. 4272/4291.

## **QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

a) **Education and Work Experience** (*only reply to **one** of the below*):

Successful completion of secondary school and one year of vocational training from an accredited institute recognized as producing journeyman level generator mechanics specializing in diesel power generators and associated electrical equipment in commercial building/facilities. Training through a recognized apprenticeship program provided by a trade union is considered acceptable; **plus** a minimum of three (3) years' experience in the operation, maintenance, and repair of power generators and electrical delivery systems in large commercial facilities or office compounds.

**OR**

Successful completion of technical secondary education in generators; **plus** a minimum of four (4) years' experience in the operation, maintenance, and repair of power generators and electrical delivery systems in large commercial facilities or office compounds.

b) **Language Proficiency:**

Level II English (Limited Knowledge) speaking, reading and writing.

Level III French (Good Working Knowledge) speaking, reading and writing.

**English proficiency will be tested.**

c) **Knowledge:**

Must have a very good technical understanding of major building mechanical systems and equipment with a specialty in emergency generators. Knowledge of reading blue-prints interpreting maintenance plans and technical literature is required. Must know the internal working of a combustion engine, torque values at various RPMs, and methods and standards for routine maintenance on combustion engines. Must have a very good technical understanding on how diesel engines are sized for generators in order to obtain optimum performance from both pieces of the packaged unit. Must know how to adjust valves, change filters and belts, adjust speed to achieve hertz levels (50 or 60 Hz), and make

minor repairs. Must know how to research information on the Internet in order to get up to date information from the generator manufacturer. Knowledge of fire and life safety codes and standards is required.

d) Skills and Abilities:

Must have advanced skills and abilities in the following areas: diagnosing and repairing diesel engines, large packaged generator and alternator units; testing electrical components and taking equipment readings with various meters, hand, power, and specialty tools to determine appropriate repairs. Additional advanced skills include installation of emergency standby generator systems; installation of plumbing lines required for the transmission and distribution of diesel fuel; distinguishing frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs. Must be computer literate (Standard skills) and able to navigate through the Microsoft Office Suite software including MS Word, Excel, Outlook, and Power Point; able to draft basic reports and create spreadsheets, and able to write e-mails and research information on the Internet.

**Computer proficiency will be tested. Generator mechanical knowledge and skills will be tested.**

## **SELECTION PROCESS**

When fully qualified, both US Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and the residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Priority consideration will be given to RIFed U.S. Mission to Benin former LES for a period of twenty-four (24) months after the date of separation. Such an applicant must qualify for the announced vacancy and must present an evaluation record for the past

five years that demonstrates consistent effectiveness as an employee.

## **TO APPLY**

Interested candidates for this position must submit the following or HR cannot consider the application:

**NB: Items A & B must be in English.**

- A. Cover letter.
- B. Universal Application for Employment (UAE) as Locally Employed Staff or a Family Member **(DS-174)**;
- C. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

This preference can only be applied for hire once per agency at the same post.

- D. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **HOW TO SUBMIT AN APPLICATION**

Application packages containing all the information listed in items “A” through “D” above can be scanned into pdf format and sent as a single file to the following E-mail address. Files should not exceed 10 MB or they may be rejected by the embassy’s server. **Paper applications mailed to the embassy will not be accepted for this vacancy announcement.**

## **SUBMIT APPLICATION TO:**

Management Officer  
United States Embassy  
Rue Caporal Bernard Anani  
01 B.P. 2012, Cotonou  
Telephone: +229 21 30 06 50  
Fax: +229 21 30 19 74  
E-mail: [hrocotonou@state.gov](mailto:hrocotonou@state.gov)

**CLOSING DATE FOR THIS POSITION: May 11, 2015 at 17.30**

The U.S. Mission in Cotonou provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices and/or courts for relief.

## DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority:
    - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or
    - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
  - Is a U.S. citizen; and
  - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
  - Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and

Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

6. **Ordinarily Resident (OR)** - A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.